



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #21 – **Gainful Employment**

1. References:

- a. AR 621-1, Training of Military Personnel at Civilian Institutions, dated 28 August 2007.
- b. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- c. The Joint Travel Regulations (JTR), Volume 1, Uniformed Service Members, Chapter 5, (<http://www.defensetravel.dod.mil/site/travelreg.cfm>).
- d. This memorandum supersedes previous version of Policy Memorandum #21.

2. Gainful employment is a temporary duty assignment granted to students transitioning from one training program to another in excess of 30 days. Students that request this duty status must be transitioning from one USASD-sponsored program to another USASD-sponsored program, meaning the student's parent organization will remain with the USASD. **Requests that do not fall within these parameters will not be approved.**

3. Gainful employment will not serve the purpose of saving accrued leave or maintaining station allowances. If a student has use-or-lose leave, they will be required to take a determined amount of chargeable leave days to fulfill the Army's policy on use-or-lose prior to starting gainful employment. **Extensions for gainful employment will not be approved.** Gainful employment is a privilege, not a right.

4. Requests for gainful employment in excess of 30 days must be initiated via Chief, Advanced Education Programs Branch, Human Resource Service Center, Fort Knox KY 40122 prior to approval by the Commander, USASD. For up to date information visit the U.S. Army Human Resource Command website at <https://www.hrc.army.mil/Officer/Officer%20Advanced%20Education%20Programs>.

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SUBJECT: Policy Memorandum #21 – **Gainful Employment**

5. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding



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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #22 – **Post-Deployment Health Reassessment (PDHRA)**

1. References:

- a. Army, Vice Chief of Staff, PDHRA Directive, dated 18 June 2007 (http://www.armyg1.army.mil/hr/pdhra/docs/Memo-VCSA_PDHRA_Compliance_18JUN07.pdf).
- b. Post-Deployment Health Reassessment (PDHRA) Compliance, dated 06 May 2010 (<http://fhp.osd.mil/pdhrainfo/media/G-1PDHRA6May10.pdf>).
- c. Deployment Health Clinical Center (DHCC), <http://www.pdhealth.mil/dcs/pdhra.asp>.
- d. This memorandum supersedes previous version of Policy Memorandum #22.

2. In response to the Vice Chief of Staff's directive dated 18 June 2007, the USASD will require all assigned personnel to comply with the Post-Deployment Health Reassessment (PDHRA). This assessment tool was designed to identify physical and mental health concerns of Soldiers 90 to 180 days after redeployment and has therefore been integrated into the USASD In-processing packet.

3. Every Soldier that has redeployed from a combat zone is required to complete the PDHRA. While your geographic location is untraditional for the regular Army, the USASD will assist, regardless of location, in order to satisfy this urgent requirement.

4. Completing the PDHRA is a two part process. Part I consists of completing the Battlemind II brief and DD Form 2900 via AKO Web site under Self Service, under My Medical on the My Medical Readiness Page. Part II requires a one-on-one interview with a military health care provider. If there is no military treatment facility (MTF) within 50 miles of your location, contact the PDHRA Call Center at 1-888-734-7299 to complete one-on-one telephonic interview.

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SUBJECT: Policy Memorandum #22 – **Post-Deployment Health Reassessment (PDHRA)**

5. Completion of the PDHRA is a required action to complete in-processing with the USASD. As such, failing to comply will directly affect the processing of your personnel and finance related transactions.

6. Contact USASD In-processing team at (803) 751-5381/4/6482.

7. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #23 – **Commander's Critical Information Requirements (CCIR)**

1. References:

- a. AR 190-45, Law Enforcement Reporting, dated 27 September 2016.
- b. This memorandum supersedes previous version of Policy Memorandum #23.

2. The well-being, safety, and care for the Soldiers, Family members, DA Civilians, Students and Leaders of the USASD is my number one priority. To ensure that critical resources are provided to our population in a timely manner, it is imperative that CCIRs are communicated to the command team quickly and in detail.

3. The following occurrences are CCIR for this command.

- a. Death or serious injury of any cadre member, civilian employee, Student leader, or immediate family member of cadre member occurring on or off installation.

- b. Injury of any member of the unit causing loss of limb, eyesight, or serious medical emergency.

- c. Incarceration of cadre or Student leader.

- d. Suicide attempt or gesture.

- e. Injury or incident involving a fire arm.

- f. Heat Stroke

- g. Any incident of sexual assault

- h. Any incident involving cadre, Student Leader, or family member that will result in a blotter report or civilian police report.

- i. Any child abuse or domestic violence incidents.

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SUBJECT: Policy Memorandum #23 – Commander's Critical Information Requirements (CCIR)

- j. Any training accidents that result in injury to cadre or civilians.
 - k. Hospitalization of Student leader for anxiety, depression, or Post Traumatic Stress Disorder.
4. Any item fitting the criterion of a CCIR must be reported to either myself, the 1SG, or the office manager within 24 hours of the incident. Reports can be sent via phone, email, or in person. Ensure that your report can answer the 5 W's (who, what, when, where, why). Telephonic reports will include both good a phone and email POC. Follow up reports on incidents that cannot be resolved immediately are required within five days of initial report. Additional follow up requirements will be evaluated on a case by case basis.
5. If you are unsure as to whether your incident fits the criterion of a CCIR, contact us immediately. It is better to be overcautious than to provide no warning of a potentially serious situation.
6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #24 – **Reenlistment Incentives**

1. References:

- a. AR 601-210, Regular Army and Reserve Components Enlistment Program, dated 31 August 2016.
- b. AR 601-280, Army Retention Program, dated 01 April 2016.
- c. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- d. This memorandum supersedes previous version of Policy Memorandum #24.

2. Our reenlistment goal is to retain all of our quality Soldiers. All Soldiers in this command eligible to reenlist will be professionally counseled about all available options and encouraged to reenlist.

3. All personnel who reenlist while assigned or attached to the USASD will be granted the following:

- a. Choice of where they would like the ceremony to be held.
- b. The rest of the day off after completion of reenlistment ceremony. Supervisors are encouraged to ensure ceremony takes place early in the day.
- c. A four-day special pass.

4. Pass approval are subject to the provision of USASD Policy Memorandum #14 and AR 600-8-10.

5. If you are considering reenlistment options, contact the retention NCO, First Sergeant or myself.

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SUBJECT: Policy Memorandum #24 – **Reenlistment Incentives**

6. Point of contact for this memorandum is the undersigned at (803) 751-5305.

A handwritten signature in dark ink, appearing to read 'E. Nieto', is positioned above the printed name.

E. VICTORIA NIETO
CPT, AG
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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #25 – **Privately Owned Weapons**

1. References:

- a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, dated 5 September 2013.
- b. Fort Jackson Supplement 1 to AR 190-11, Physical Security of Arms, Ammunition, and Explosives.
- c. Fort Jackson Regulation 600-3, Prohibited Practices and Illegal Associations.
- d. This memorandum supersedes previous version of Policy Memorandum #25.

2. In accordance with AR 190-11, the carrying of privately owned weapons, explosives, and ammunition on Army installations is prohibited unless authorized by the Senior Commander (SC). The SC has clear authority and responsibility to regulate privately owned weapons, explosives, and ammunition on Army installations. The carrying of a concealed weapon on the installation is prohibited regardless of whether a state or county permit has been obtained. A concealed weapon is any instrument used or designed for the purpose of inflicting grievous bodily harm that is carried on the person in such a way as to be hidden from ordinary view. Folded knives with blades shorter than 3 inches are excluded from this definition.

3. As commander, it is my responsibility to ensure that privately owned weapons and ammunitions (including authorized war trophies) are protected. All privately owned weapons (rifles, pistols, etc) and ammunition purchased or received by USASD personnel will be stored in accordance with AR 190-11, Para 4-5a and federal, state, or local laws/regulations.

4. All USASD personnel keeping or storing privately owned arms and ammunition (including authorized war trophies) on Fort Jackson will properly register and store them in the appropriate location. Coordinate with the First Sergeant to arrange for the proper storage of all weapons and/or ammunition.

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SUBJECT: Policy Memorandum #25 – **Privately Owned Weapons**

5. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #26 – **Commander's Procedures for Student Sent Documents**

1. References:
 - a. AR 25-1, Army Information Technology, dated 25 June 2013.
 - b. AR 25-51, Official Mail and Distribution Management, dated 14 January 2015.
 - c. This memorandum supersedes previous version of Policy Memorandum #26.
2. When it is necessary for any Service Member (SM) to send the USASD any documentation either electronically(e-mail) or through United States Postal Service (USPS), the SM will send a legible copy and any/all documents will be filled out with **BLACK** ink.
3. In accordance with AR 25-1, only Government-provided email services are authorized for use as primary simple mail transfer protocol addresses and for use on common access cards (CACs). Email services provided by a commercial service provider are prohibited for Army business communications.
4. **By doing this, the SM has helped to alleviate any future issues and enables USASD Cadre to work in a more efficient manner to better serve the Student population at large.**
5. Our team is dedicated to providing a supportive, cohesive environment for all of our Soldiers, Civilians, and student leaders. A cooperative spirit and open communication will help us to achieve this intent.
6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding